Vacancy Announcement

Posting Date: February 2, 2016
Application Deadline: February 22, 2016

Position Title: Reference and Instruction Librarian (2) positions

Position Summary: To provide a variety of professional library services including reference and research services to library users, support the college’s information literacy efforts by teaching instructional sessions to college students, faculty and staff, and assist with collection development, acquisitions and cataloguing of resources.

Required Qualifications:

- Masters of Library Science degree or its equivalent from a graduate program accredited by the American Library Association
- Two years of experience in Secondary, Postsecondary, or College/ University Libraries.

Other Qualifications

- Familiarity with current and emerging library technologies including OPACS, federating searches and discovery tools.
- Strong commitment to customer service with students, staff and faculty users.
- Outstanding oral and written communication skills, instructional skills and interpersonal skills.
- Current knowledge of standard library cataloguing practices, Library of Congress Classification System and major integrate library systems (Sirsi/Dynix preferred).

Essential Job Functions:

1. Provide reference service including on-line computer searching and circulation functions.
2. Assist in maintaining and developing the library’s collection including print, audiovisual and electronic resources.
3. Provide general reference services through consultations, online reference, telephone, email, chat, text and on-site referrals from the Library Reference Desk.
4. Provide individualized and class instruction in the use of library resources, including use of specialized databases, electronic journals, and effective research strategies and evaluating resources.
5. Collaborate with faculty to develop, design and promote the effective use of print and electronic resources.
6. Participate on college committees, activities of professional organizations and keep abreast of library trends through professional literature.
7. Design and develop subject guides using LibGuides or similar content management systems and library instructional tutorials.
8. Serve as the Library Liaison for the Humanities and Social Science.
9. Collaborate with faculty to develop/create syllabus research assignments, interactions and assessments of information literacy outcomes and online courses.
10. Work collaboratively between the two campuses to integrate library resources and services.
11. Promote library services to the college community by providing library orientations to faculty and students.
12. Customize and maintain the web interface of the Symphony by Sirsi/Dynix online catalogue.
13. Conduct ongoing assessments of student learning and contribute to departmental assessment projects.
14. Exhibit courtesy, display professionalism and work collegially in changing environment.
15. Must be computer literate with proficient technical skills with working knowledge of basic Microsoft Office applications, web development tools and social media.
Salary: Appropriate placement on Salary Schedule D1 ($38,077-$74,454) based on education and experience.

Projected Start Date: Immediate Placement

Application Procedure:
Applicants must meet eligibility requirements to work in the U.S. at time of appointment. All application materials must be submitted as a complete packet and will become the property of the College. It is the sole responsibility of the applicant to ensure his or her application packet is complete. If you are applying for more than one position, submit a complete set of information for each position. Once submitted, all application packets become the property of LSCC. Requests for copies of application material will be denied by the college. Only applications received during the period of this announcement will be considered. The College will not accept electronically submitted (fax, e-mail, etc.) application materials.

A complete application packet consists of:

1. Cover Letter
2. LSCC application; completed, and signed (Note: Indicating “See resume” will not be sufficient)
3. Current and up-to-date resume
4. Official or unofficial transcripts from all colleges attended for which degrees have been granted. Degree(s) must be posted on transcripts. Official transcripts will be required prior to employment.
5. Two signed letters of recommendation with original signatures (dated within one year) AND
6. One letter from a current and/or previous employer, verifying employment experience to meet minimum required qualifications. Letter must include employment dates and job title and be on official letterhead with an authorized signature.

NOTE: Applicants who fail to submit a complete application packet will not be considered.

Application Closing Date:

Application packets will be accepted through February 22, 2016. Application packets received after the closing date will not be considered. Application packets should be sent to: Human Resources Office, Lawson State Community College, 3060 Wilson Road, S.W., Birmingham, AL 35221.

Other Information:

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement at any time prior to awarding.

Lawson State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Post-Secondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Lawson State Community College will make reasonable accommodations for qualified applicants upon request.

In accordance with Alabama Community College System Policy and Guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Lawson State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.